

POSITION ANNOUNCEMENT

Executive Director, Alabama Board of Physical Therapy
Montgomery, Alabama

**Salary: Commensurate with experience and qualifications
(Pay Grade 79*) \$50,119.20 - \$76,348.80**

Job Description:

The Executive Director is a full-time employee and serves at the pleasure of the Board. They are directly/immediately responsible to the Chair of the Board, and to the Board as a whole.

The Executive Director for the Alabama Board of Physical Therapy conducts the operations of the Board in accordance with the Code of Alabama, Section 34-24-190 through 34-24-210.1. The Executive Director supervises the work of one assistant and exercises initiative, judgment, and autonomy in directing, planning, coordinating, and supervising operations of the Physical Therapy Board to ensure the mission of the Board is completed in an efficient and organized manner.

Responsibilities:

The Executive Director distributes, receives, and processes applications for licensure; facilitates the administration of the licensure exam working in collaboration with the Federation of State Boards of Physical Therapy (FSBPT); renews licenses; receives and processes complaints working with other members of the Violations Committee; facilitates reporting to natural licensure databases for PTs and PTAs; ensures compliance of the Board with all applicable administrative rules; prepares and manages all Board correspondences appropriately using the Physical Therapy Practice Act, the Board's Administrative Code, previous Board rulings and opinions, and the Board Chair as resources; maintains records of information system; manages all computer operations and functions of the Board; prepares Board meeting agendas and materials distributing them to Board members in a timely manner; supervises and manages staff strategically to accomplish the mission of the Board; prepares the Board budget and manages all fiscal matters of the Board; and serves as a liaison fostering good relations with outside organizations.

Qualifications:

- Minimum Bachelor's Degree
- A proven work history consisting of personnel management, budget development and management, policy and procedure development/implementation, effective dissemination of information to various publics, records management, and IT management
- Expertise in leadership, planning, goal setting, oral and written communication skills, and human relations skills
- Experience in the rehab professions or healthcare beneficial

Review of applications will begin immediately.

Send cover letter, résumé, and references to:

State Personnel Department
64 North Union Street
Montgomery, Alabama 36130-4100
Attn: Physical Therapy Board
Email: personnel@personnel.alabama.gov
Subject: Physical Therapy Board

*Pending Board Approval